

City Manager's Update Report

September 2008

ASSESSMENT DEPARTMENT:

IAO Designation – City Assessor Brian Phelps attended the annual week long assessor training seminar at Cornell offered by the New York State Assessor's Association. After the conclusion of the seminar, Mr. Phelps sat for and passed the comprehensive examination required for admittance into the Institute of Assessing Officers (IAO).

Exemption Renewals - Annual renewals for exemptions were mailed out in early July. This year's mailing consisted of 820 STAR, 171 Senior and 148 Not for Profit renewals. Staff will continue to accept renewals and new applications for exemptions until the December 1st deadline.

Scanning of Deeds – This office has continued the project to scan, index and link deeds to the RPS computer system in an electronic format. All the deeds from the current month back to November of 1999 have been processed. This is a total of just over 7,000 deeds.

Training - Appraiser Richard Holley attended and passed a three day Mass Appraisal course in Utica offered by the New York State Office of Real Property Services.

CITY CLERK'S OFFICE:

Athena Award - On August 12th, City Clerk Donna Dutton was named the ATHENA Award recipient for 2008. Mrs. Dutton was nominated by City Manager Mary Corriveau and will be presented with the award at the Greater Watertown-North Country Chamber of Commerce Fall Membership Dinner on September 18th at the Bonnie Castle Resort. The ATHENA Award is given annually to an individual who demonstrates excellence, creativity and initiative in their business or profession, provides valuable service to improve the quality of life for others in their community and assists women in reaching their full leadership potential.

Weddings – This office has issued over 700 marriage licenses and staff has performed 350 ceremonies through the month of August.

Records - When time allows, Staff members have been putting the older birth records in the computer. We have recently completed all of the 1950's records. All of the births from 1978 through present day have also been inputted. Staff is currently working on the 1920's and the

1960's. This is a major undertaking considering that there are over a thousand birth certificates for each year in those decades.

Summer Intern - Gisela Ocasio will finish her second summer with the Clerk's Office and will be a senior at Watertown High School. Gisela, a star volleyball player at WHS, will also be taking courses at Jefferson Community College in the fall.

CIVIL SERVICE:

Job Classification Study - The draft Classification Structure from Fox Lawson & Associates has been received. Department heads provided input about the product received and a review of titles and minimum qualifications has been completed by the City Manager, Assistant to the City Manager and the Secretary to the Civil Service Commission. The final draft will be submitted to Fox Lawson & Associates to allow them to continue with the project.

Police Agility Test – Due to the poor results from the Police Officer Eligible List agility test given July 19th, a second test was held Monday evening, August 25th. The results again were again disappointing. 103 letters were sent to candidates with only 50% response. Subtracting those candidates who requested to be excused, who did not show up for the test, or who failed the test, only nine candidates passed and may be eligible for certification upon request of the City Manager. Based on these results it has been determined that another written exam needs to be scheduled and one will be held in May 2009.

CODE ENFORCEMENT:

Building Permits - Building plans for the Samaritan Medical Center Pavilion have been received. 60 Building Permits for new construction and demolitions, and 89 Repair Permits have been issued. Several completed projects have been issued Certificates of Occupancy--such as Buildings A, C and D at 127 Spring Avenue, a.k.a. as the Thompson Park Apartments; the industrial building at 275 Bellevue Avenue South; the family practice suite at 1575 Washington Street; and the remodel of the drink station at the McDonald's on State Street.

Complaints - This office received and investigated a total of 261 complaints, with 44 cases being referred to DPW for compliance and 3 cases being referred to City Attorneys. We were happy to receive coverage from WWNY-TV with a story on the Tall Grass complaints, which aired July 23, 2008. We had hoped that this publicity would bring about increased compliance in the City of Watertown; however, of the complaints received in the last two months, 82 were for Tall Grass.

Appearance Tickets - Appearance Tickets to City Court were issued twice to the owner of both 126 and 132 Winslow Street for the ongoing trash complaints. We also issued a ticket to the owner of 117 Haley Street for his



failure to paint his home – this violation has been outstanding for the past year. Two more Appearance Tickets were issued to the owner of 223 Hunt Street for both trash and unlicensed vehicles. An Appearance Ticket was issued to the out-of-state owner of 367 West Main Street for property maintenance violations.

Buildings and Grounds - Our Buildings and Grounds staff have been working behind the City Court to demolish the old jail cells, thus creating additional usable space. Because of the noise and debris created with this demolition, the work is being done around the Court's schedule and after hours to minimize distraction.

ENGINEERING DEPARTMENT:

State Street Reconstruction Project – A walk through of this project is scheduled for next week with NYSDOT. Once completed, the project can be closed out.

Streetscape/Public Square Reconstruction Project – This project is starting to take shape. With the utility work done, the contractor has completed the street reconstruction and is now working on the concrete sidewalks and paver placement. Work on the fountain will begin in the upcoming week, and signage and stripping will continue. Installation of the fountain is scheduled for the first week of October.

J.B. Wise Parking Lot Reconstruction - The Draft Design Report was submitted by the consultant, and was reviewed with comments from City staff. The consultant is currently progressing with detailed design and meeting with abutting property owners.

Sidewalk Program – The sidewalk crew has completed the 07-08 assessment district. Work began on the 08-09 assessment district in August 2008.

Western Boulevard/Gaffney Drive Connector Road - Topographic and boundary survey work has been completed for use in developing a preliminary street design and order of magnitude estimates for the construction of a connector road between Arsenal and Coffeen Streets in the vicinity of the Stateway Plaza. The proposed connector road will compliment the work that the NYSDOT is performing on Arsenal Street. The preliminary street corridor has been developed by the Engineering Department and was presented to the Council at the December 11, 2006 Work Session. Four meetings have been held with the owners of the Stateway Plaza concerning the proposed corridor. Although the project remains on the Capital Budget, the RFP process is currently on hold pending funding of the project.

Ten Eyck Street Phase I & II - Utility companies have relocated structures to facilitate the project. Project plans have been approved by the DOH and NYSDEC. Bat-Con, Marcellus NY began work in mid-June 2008 and has substantially completed the utility work and curbs should be installed within a couple of weeks, with the road box out to follow. It is anticipated that this project will be substantially complete by the end of the construction season.

Butterfield-Barben & Chestnut St. - Final plans are approved by the NYSDEC. A public meeting was held on March 4, 2008. The project will be bid in the winter for construction in 2009 based on the high water table we are seeing due to the heavy rainfall this summer.

Riggs Ave – The preliminary design is complete. A public meeting was held on August 27, 2008. Detailed design will be completed after all the easements are signed by the property owners.

N. Michigan-Bronson St. - The consultant has been chosen through the RFP process and a scoping meeting is pending.

Washington Street Sidewalk - The design is 85% complete. Letters have been mailed to abutting property owners to obtain grading easements. Once we have those easements, staff will complete the design and prepare for spring construction.

City Hall Generator- The generator and the pre-cast concrete pad has been delivered. Staff has developed a grading plan for installation. Work should begin within the next couple of weeks.

Algonquin Ave. Sewer Main - Project plans are complete and have been submitted to NYSDEC for approval.

Vault at 150 Court Street - The project is complete.

Washington Street Signal Light - The design is 75% complete. Remaining work to be completed includes executing the easement for the pole bases and a detailed design of the signal by a consultant. The design work is currently underway.

Greensview/Ives Sanitary Sewer - Updating plans and bid book for bid process. The department is preparing for a meeting with the property owners.

Clinton-Mullin-Holcomb Traffic Study- The project report has been received and was presented to the Council at the September 8th work session.

CSO Long Term Control Plan (LTCP) - The completed model of the five basins and final report was received in March 2008. The department is working for approval to conduct modeling of four additional basins with the consultant. WWTP staff is preparing the LTCP for presentation to the NYSDEC.

DEC Sewer Extension Requirements - 6 NYCRR Subpart 750-2 requires DEC approval of sewer extensions with flows greater than 2500 gal/day or more than one connected lateral. Part of this approval is assurance from the City that adequate sewer capacity exists in the system. Developments with assurance letters submitted to the DEC since January 2008: Samaritan Medical Center, JCC Storage Building. Developments with capacity under review: Liberty, Black River Development, Mall Expansion, Morris-North Star Hatchery, Columbia Development Ph II, Site 3 Housing, North Hills Community, Remington Park Expansion, and the Unaccompanied Officers Quarters on Fort Drum.

Sanitary Sewer Flow Management Program - The City has begun the process to implement the requirement under 6 NYCRR Subpart 750-2 to enact and enforce legal instruments to control discharges to the Pollution Control Plant. The City has held discussions with DANC to develop allocations for Fort Drum, all DANC outside users and the Route 3 Sewer Board. DANC will provide the required flow data that will be used to develop each allocation. DANC has also provided copies of their approval process and inspection procedures for approval from the City. The allocation and the documents will be referenced in the Sewage Treatment Agreement with DANC. The City and DANC is currently discussing the agreement.

A similar process is also being developed with the remaining sewer districts to determine an allocation and to setup an approval process and inspections procedures. References will be included in the Sewer Agreement that is currently being negotiated.

Breen Avenue - The consultant has been chosen through the RFP process and a scoping meeting is pending.

NYSDOT Arsenal Street Reconstruction - We are coordinating on an as-needed basis with NYSDOT representatives to assist with the project.

FIRE DEPARTMENT:

Fire Responses - June 30, 2008, fire units responded **mutual aid to 224 LeRay Street, Black River**, Kamargo Apartments and worked on the fire scene as the Rapid Intervention Team (RIT). On the same day, fire fighters responded to the Black River, at the end of Maple Street, to assist the Police Department by **searching the river** for an individual wanted by the Police.

The Department responded to **seven (7) fires related to cooking**; 113 West Main Street, 830 Washington Street, 327 Holcomb Street, 171 East Hoard Street, 413 Academy Street, 245 State Street, and 142 Mechanic Street. The fire prevention bureau will be focusing more on cooking fires in coming months.

On August 8th, City Fire responded to a **smell of smoke at 515 Bradley Street**. Investigations on scene found a smoke condition in the building which was traced back to a first floor apartment where a candle had been left unattended and burnt through two plastic end tables. Occupants of the apartment had disabled the smoke detector in their apartment.

Fire fighters responded during the early morning hours of August 9th to a **reported structure fire at 168 Sterling Street**. Arriving units found smoke showing and initiated an aggressive interior attack. While Engine 1 initiated fire attack, Rescue 1 found an unconscious, unresponsive victim in a first floor bedroom and removed the male from the building. The fire was confined to the apartment of origin and was ruled accidental. The victim was transferred to Guilfoyle Ambulance for transport to the hospital.

On August 10th, emergency crews **responded to 613 Mill Street for a reported structure fire**. The first unit on scene, Engine 3, found smoke and fire showing from the south side of the building and threatening the neighboring house. Fire fighters extinguished the fire which had extended to the second floor and attic. The fire was ruled accidental.

Emergency crews were called to a **reported structure fire at 948 Emmett Street**. Crews arriving on scene found a well involved rear garage with extension to the front garage that was attached to the home. Quick action brought the fire under control before it extended to the house. The cause was ruled accidental.

Hilltop Towers at 113 West Main Street suffered a lightning strike on August 15th. Arriving fire fighters found the damage confined to the lightning arresting system on the top of the building.

Fire fighters on August 19th responded to a **reported explosion and fire at the rear of a garage at 380 Brainard Street**. Fire fighters found a malfunctioning barbecue grill and extinguished the fire with minor damage to the garage.

On the morning of August 27th, fire crews were called to **260 East Main Street for an odor of gas in the building**. Fire fighters soon discovered that someone had doused an apartment in that building with gasoline in an attempt to destroy the building. Fire fighters ventilated the building and turned the building over to the Police and Codes Department for further investigation.

Training - The Department is holding an **in-house fire recruit training academy** for the newly hired recruits. The program is anticipated to last 12 weeks.

On August 21st, a **joint training class** was conducted at the South Massey Street Fire Station for Ft. Drum and City Fire hazardous materials crews to practice decontamination procedures.

The Department recently hosted a **CAMEO HazMat Computer Course** at the Flower Memorial Library's Attain Lab.

Battalion Chief David Lachenauer was notified on Friday, August 22nd that he has been selected to participate in the National Fire Academy's Executive Fire Officer Program. Chief Lachenauer is the third member of the Department accepted to participate in the program.

Personnel - The Department recently **hired** seven new recruit fire fighters to fill current and upcoming departmental vacancies. The following individuals were hired: Eric Hoselton, David Smith, Dustin Frost, Christopher Gardner, Peter Rose, Christopher Littell, and Matthew Carpenter. On August 5th, **Captain William Walck** retired from the Department.

On August 15th **Fire Fighters Keith Grant and David Johnston** received the **International Association of Fire Chiefs “Benjamin Franklin Medal of Valor”** for their rescues made at the December 8th Academy Street Fire. In addition, the Chief of the department whose personnel receive this award receives the IAFC Ben Franklin Departmental Leadership Award. This is the second time that Chief Gaumont has received this award.



Grants - In July 2008, the City was notified that it had been selected along with Jefferson County for a **PSIC Grant**. The Grant amount is for \$901,600, and will assist the City and County with acquiring technology to provide an interoperable radio system.

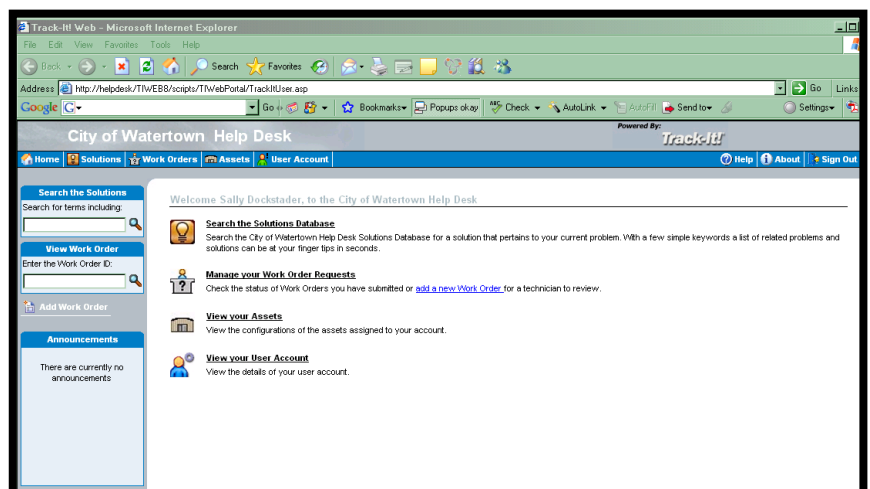
Other Activities - On July 17th, off-duty **City Fire personnel participated in the 9th Annual “Night at the Fair”**. This is our award winning program where off-duty fire fighters chaperone handicapped individuals to the Jefferson County Fair. This year approximately 75 handicapped individuals participated.

The refurbishment of reserve **Engine 4** has been completed.

INFORMATION TECHNOLOGY:

Tracking Software: Numara Track-It! software has been installed and is being tested prior to deployment to improve helpdesk issue resolution and asset tracking. Staff access the system via a web browser to create work orders for assistance from the IT department. The end-users can track their current work order progress via the web interface to determine status. The asset tracking function has been currently deployed to City workstations to monitor computer

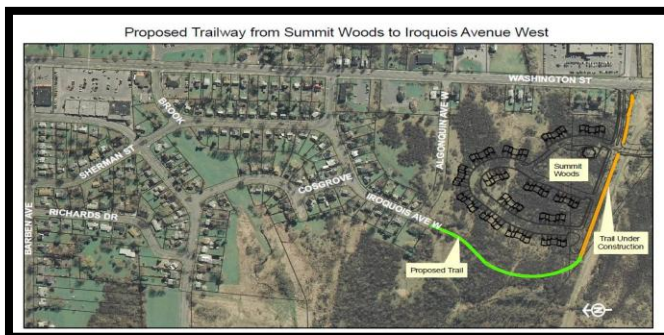
equipment, peripherals and software (operating system, installed programs, network information, as well as purchase information such as the vendor, the purchase order, etc). As data is populated into the system, all information technology equipment will be available to the help desk technician to make problem diagnosis more efficient.



Help Desk Statistics - Helpdesk statistics for June, July and August 2008 are as follows: eight telephone-system related requests, 72 hardware related requests (printers, computers, peripherals) 35 software related requests and 25 calls that fell in the category of “other”.

GIS - The Water Department acquired a new high-precision GPS instrument for the purpose of collection of water distribution system field data. GIS staff and water staff are collaborating in the collection of the data, in addition to the continuing work of collecting the monument data that began earlier in the summer. By the end of August, staff collected 648 monument locations and 544 water features (valves and hydrants) that will be integrated into the GIS system.

Mapping Production - One of the routine services provided by the GIS staff is production of maps for City Departments. Over the last two months, 37 maps have been requested and produced for a variety of purposes and of varying complexity. Generally, these requests occur at any time and are frequently needed in a short time frame. In addition to the web based application that distributes GIS data to DPW field crews, staff is developing an application based on the GIS server to streamline routine map production. This process will extend the capability to produce maps to the end users while increasing access to GIS data and reducing some of the routine map production workload on the GIS department. A few typical requests for maps are shown.



CITRIX - The second phase of the Citrix project is scheduled for Sept 16-19. Two Citrix servers are being installed along with an application server configured for the system (replacing 2 end-of-life servers).

Computer Hardware Updates - Three servers are being retired and consolidated

onto the new application server. Elimination of the servers will reduce power consumption and simplify maintenance of the hardware. Three new computers (City Managers Office, Water Distribution and Public Works) have been installed and configured. The replaced computers are being moved into less demanding roles.

Wireless - Sprint and AT&T wireless data cards are being deployed this month to be utilized in comparison tests. Coverage and download speeds are the primary focus of this exercise. Existing wireless data cards have seen an increase in speed as the carriers have deployed the EVDO network in this area. The City currently has 45 mobile computers deployed between the Police and Fire Departments.

AutoCAD 2009 License Management - A new version of the FlexLM license server has been installed and the City's AutoCad licenses have been merged into one streamlined file to simplify management. Over the past five years, various software versions have resulted in an overly complex licensing scheme. One license file now covers all versions of the software for all departments.

Fiber - Syracuse Utilities completed the repair to a fiber line on Coffeen Street successfully restoring full capability to the line between Newell Street and the Ice Arena and Sewage Treatment. The existing link was determined to have a fault in the last few hundred feet that prevented 10 of the 12 fibers from functioning properly. A new piece of fiber was spliced into place to remove the faulty section. The Electric Department is scheduled to pull fiber from City Hall to the State Street fire station during the next few weeks providing the station with high speed data access and completing the first leg of the fiber installation to the City's Water Distribution and Filtration Plants.

Recycling - Old computers, printers, fax machines, plotters, etc... are scheduled to be picked up on September 16th and recycled.

PLANNING DEPARTMENT:

Bicentennial Park – Design plans are being finalized. The Purchasing Department has recommended waiting until spring to bid this contract, which should give us better pricing.

Black River Parks Project (BRPP) - Construction is continuing on this project which involves riverfront improvements at the Fairgrounds, the Hole Brothers Site, the Veterans Memorial Riverwalk and the Abe Cooper Site. A 3000' trail at the Fairgrounds connecting Bicentennial Park and JCC is 95% complete while 750' of riverfront trail has been constructed at the Abe Cooper site. The high water levels on the river have slowed down part of the work at the Hole Brothers site, but work continues on the trail, decking and overlook areas. Construction of the stairway at the Veterans Memorial Riverwalk has just commenced. Completion of the entire project is scheduled for this fall.

Brownfields - A request submitted to the U.S. Environmental Protection Agency to add several properties into our grant has been approved. Mr. Phil Clappin, our grant coordinator from the EPA, came to visit the sites on July 10, 2008 as part of the approval process. The sites include the following: Mason's Junkyard, M. E. Avery, Ziebart, Taylor Implement, Ives Recycling, Ogilvie, and city owned property off of Water Street. Now that these sites have been approved, the next step is to look at the firms we have chosen from the RFQ process to decide who will work on assessing each of the sites. The budget for the EPA grant has also been modified slightly in order to get the most out of our funds. Most of the money has been put into the budget line for Contractual Services, while a small amount was put into travel expenses in order for the City to be reimbursed on costs incurred during training sessions.

BOA Grant - The City's BOA (Brownfield Opportunity Areas) grant is in the beginning stages of being moved. On June 18-20, Jacqueline Longton and Hartley Bonisteel attended a training

conference on BOA grant administration in Albany. On July 1, 2008, David Aston, the grant coordinator from the NYS DOS, came to look at potential brownfield sites in order to assess the area of land we are looking at planning for under the BOA grant. Ms. Longton has been working on the RFP for this grant and will be working with Mrs. Hoffman to coordinate this grant with the LWRP in order to maximize the effectiveness of both grants. A meeting was held on September 11, 2008 with both the grant coordinators and the planners to work on integrating the plans for these grants.

Erosion Management Plan - GYMO has begun onsite observations and data gathering. An update will be given to the City Council at an upcoming work session about the erosion area that was identified by DEC near Bicentennial Park.

Housing Programs - The City has been awarded a 2008 Small Cities Community Development Block Grant of \$400,000 for rental housing rehabilitation with preference given to downtown projects.

J. B. Wise Parking Lot - Lu Engineers is working on a preferred design alternative. A public meeting to discuss the preferred design alternative will be scheduled for some time in September.

Main Street Grant - We are working with Neighbors of Watertown and the Watertown Local Development Corporation to finalize plans for the façade and building renovation program. Work will begin on this program during the winter, with construction starting in spring 2009.

Marble Street Park - Design plans are being finalized. The Purchasing Department has recommended waiting until spring to bid this contract, which should give us better pricing.

Mural Arts Program - The mural is completed and was officially dedicated on September 4th at 4:30 pm.

Planning Board - Over the past two months, the Planning Department has reviewed a total of twelve submittals: five subdivisions, three site plans, two site plan waivers, one zone change, and one site plan amendment.

Public Square - Planning Staff continues its support of this project with grant administration for the various funding sources and general project oversight. Reimbursement requests totaling \$523,000 through several State agencies have also been made.

Restore NY - Both contracts have been approved and executed. Work has begun on the Newell Street site. Work on the Franklin Building has been delayed until state approval is received by Neighbors of Watertown. Round three award winners will be announced during the month of September.

Roswell P. Flower Monument - Planning Staff has worked with the Flower Monument Committee and the Department of Public Works to complete the installation of the new granite bollards designed to better protect the monument from future car accidents at the site. Staff also participated in the annual cleaning of the statue on September 6th.

Rotary Pavilion - DPW and Planning Staff have been working with the Watertown Noon Rotary Club on the Rotary Thompson Park Pavilion Project. The Rotary will be constructing a new picnic pavilion in Thompson Park in an area located to the east of the main parking lot. The City contributed DPW manpower to construct the concrete floor over the summer. Rotary has agreed to pay for the material costs for the floor and will also purchase materials for the structure that volunteers will erect later this year. Once complete, the area will serve as an additional covered location available for reservations and for park users.



Sewall's Island - At the beginning of August, Lu Engineers took several surface soil samples of the island and on September 4, 2008, they brought a drill rig onto the island to begin drilling test pits, soil borings, and monitoring wells. The project is on track and testing of the island should be completed by the end of fall 2008. The ERP (Environmental Restoration Program) grant funded by the NYS DEC is providing 90% of the funding for this project. The remaining 10% is coming from the EPA grant.

Steps to a Healthier NY - A grant from this program was awarded to the City in the amount of \$5,000. This money will be used to promote ice skating as an activity that can be done in the winter months. The Parks and Recreation Department will be passing out free skating passes to the local elementary schools.

Street Tree Program - The summer tree watering and maintenance program concluded in late August. The program was staffed by a local college student, Charlie Rhode. Between May and August, 144 trees planted last spring were watered weekly while other recently planted trees were watered on a rotating basis. In addition, Mr. Rhode re-mulched over 2,200 street trees, beautifying neighborhoods and protecting trees. Staff from Thompson Park also assisted Mr. Rhode with mulching in Thompson Park bringing the total number of trees re-mulched City wide to over 2,500.

Urban and Community Forestry Grant Program - The City has been notified by the NYS Department of Environmental Conservation that it has been awarded a \$12,000 grant through DEC's Urban and Community Forestry Grant Program. The grant will provide funding for the planting of 40 trees along Breen Avenue, after the street is reconstructed in 2009. The match for the grant will be provided using funds appropriated for tree planting as part of the 2008-2009 budget. A portion of those funds will target the 200-300 blocks of Academy Street and Clay Street for additional tree plantings.

Hazard Tree Evaluations - Over the last two months, Staff also conducted hazard tree evaluations on five trees located throughout the City and 12 located in Thompson Park.

City Signs - As part of the summer tree program, landscaping was installed at the Welcome to Watertown signs located on Pearl Street and Eastern Boulevard. The plant material for the signs was provided to the City by the River Committee, who had several shrubs left over from the Black River clean up day held in July.



Summit Woods - Iroquois Ave. West Trail Survey - A survey was conducted of residents in the Iroquois Ave. West, Cosgrove St., Sherman St., and Butterfield Ave. neighborhood to gauge interest in the possible construction of a recreational trail that would connect the 200 housing units in Summit Woods to this neighborhood. Out of 145 total properties, we were able to successfully contact 100 owners. From the 100 surveys collected, 48 were in favor of the trail, 43 were opposed and 9 were undecided. As Summit Woods is still under construction, there was not an opportunity to poll any of the new City residents regarding their interest in the trail.

Wayfinding Signs - Charles Signs were the low bidders but they are still well above the amount of money left in the grant. We are working with City DPW to see if they can cut the costs by making and/or installing the signs. Additionally, a meeting will be scheduled with the Engineering Department to discuss the sign locations in the Square.

ZBA - The Zoning Board of Appeals met on August 20, 2008 and discussed two projects. One was a Use Variance submitted by Mark Bonner for the property located at 263 Franklin Street. The current property had an accessory use building located on the side of the current building. Under current zoning regulations for a commercial property, the accessory building must be located in the rear portion of the property and Mr. Bonner was requesting to keep it where it is currently located. After review of the project, the Board ruled that Mr. Bonner had not provided the Board with enough evidence (mainly financial burden) to vote in favor of his project. A lack of evidence along with the petitioners' absence from the meeting was taken into account and the ZBA voted against his project.

The ZBA also looked at another project located at 418-420 Stone Street, submitted by Ms. Deanna Hirschey. Her request was for an Area Variance to put a kitchen in the upstairs of currently a 2-unit home. By putting in the kitchen her 2-unit home would be considered a 3-unit home. Under current zoning regulations the minimum lot size must be 7500 square feet for a property located in a residence C zone. Her property is only 6,084 square feet. After the ZBA considered issues such as parking they decided to vote in favor of her project. They felt that since Ms. Hirschey had ample off street parking for her tenants and that she had done an excellent job at renovating the property that her project was worth granting a variance.

POLICE DEPARTMENT:

Concert in the Park July 2, 2008 - The Syracuse Symphony held its annual 4th of July Concert on kite hill in Thompson Park. This is a well attended annual event that many of our citizens enjoy. The music is highlighted with cannons from Fort Drum for the 1812 overture as well as a spectacular fireworks display. We estimated that attendance was well in excess of 5,000 people.

The role of the Police Department for this event is crowd and traffic control. We ensure the free movement of people and cars and direct the motoring public to the designated parking areas. We also assist with crowd control and provide assistance to those with medical problems and lost children. The Watertown Police Department "C" Platoon is responsible for handling the routine calls in the city while the "A" & "B" Platoons cover the concert. We are happy to report that this year's event was without incident and that the park was clear about one hour after the conclusion of the fireworks.

Personnel – During August 2008 four members of the department retired after 20 years of service. We wish these officers the best in their next endeavors and thank them for 20 years of service to the City of Watertown.

Lieutenant Christopher Damon - "B" Platoon Commander, former Detective Sergeant, Task Force Investigator and Range Instructor, has received numerous awards for outstanding service to the Drug Task Force and was officer of the year in 1993.

Kevin Froedert - Range Instructor, Field Training Officer, Evidence Technician and Investigator. In 1994, Officer Froedert was recognized by Watertown Police Department for his role in talking a highly intoxicated suicidal subject with a seven inch knife into voluntarily putting the knife down and transporting him to Mental Health.

Gary Egeberg - Formerly the Training Director for the Black River/St. Lawrence Valley Police Academy and Master Instructor through the Department of Criminal Justice Services. In February, 1993 Officer Egeberg was one of two officers who apprehended a suspect in a shooting/murder at the Poor House Tavern.

Robert Newark - K-9 Officer for two dogs, K-9 Thor and K-9 Duka. Officer Newark was a K-9 Instructor and headed the Watertown Police Department's K-9 unit for many years. In 1993 Officer Newark was recognized by the department for disarming a suicidal subject with a knife by placing himself in jeopardy..

As a result of these retirements, the following promotions were made in August 2008: **Sergeant Michael Mullins** is promoted to Lieutenant and became the commander of the "C" Platoon (3-11 shift). Lieutenant Mullins is a 21 year veteran of the Watertown Police Department. **Officer Michael LaBarge**, a ten year veteran of Watertown Police Department, was promoted to Sergeant and is assigned to the "C" Platoon. **Officer Erica Derouin**, an eight year veteran of Watertown Police Department, was promoted to Detective. She is assigned to the Detective Division investigating general crimes.

Notable Court/Criminal Cases - On August 4th, 22 year-old Andrea Kline of Michigan was sentenced in Jefferson County Court for her involvement in the February, 2007 **death of her newborn child** at the Best Western Hotel. She pled guilty in June to a lesser charge of Criminally Negligent Homicide. In court, the County Court Judge sentenced her to one year in jail and five years probation. This case had received national attention through the media.

On August 12th, 31 year-old Carlos Rivera was found guilty of 10 charges after a week long trial. This **arson trial** was for the December 2007 fire that destroyed 201 – 205 Academy Street. Several families were left homeless and the building was completely destroyed and later razed. Rivera is due to be sentenced in Jefferson County Court later this year and is expected to be sentenced to state prison for 12-25 years.

On August 23rd, a **strong-armed robbery** was reported to the Jefferson County Sheriff's Department in the Town of Watertown. Two males robbed a female attempting to make a night deposit at the Key Bank on Outer Arsenal St. Witnesses provided a vehicle description and license plate number which came back to an Adams, New York address. Using the Watertown Police Department Impact computer system, Sergeant Joseph Donoghue found activity with the registered owner of the suspect vehicle at the Huntington Heights Apartment complex. He directed patrols to that area where the suspect vehicle was located. The investigation continued and within one hour of the report the suspects were in custody and the money recovered. Two soldiers from Fort Drum, 20 year old David Bradford and 19 year old Jonathan Crays were arrested by deputies and charged with the robbery. The alert actions taken by Sergeant Donoghue and the cooperation between the agencies contributed to the swift closure of this case.

Police Academy – Throughout July and August, the Watertown Police Department has been working with Civil Service to certify a list of police candidates to attend the fall Police Academy. Physical Agility Tests have been given to candidates in July and August and those who pass will undergo a background investigation. Interviews are being conducted and we are hopeful that we will have six candidates to attend the Academy in the fall. This is a time consuming and exhaustive endeavor as we strive to hire the candidate best suited to this very important position.

Big Brothers/Big Sisters Car Wash - On August 22nd, members of the Watertown Police Benevolent Association teamed up with youth in the Big Brother/Big Sisters program and held a fundraising car wash. The event that was spearheaded by Officer Eric McLane was held Friday afternoon at the Big Apple Music parking lot off Arsenal Street. Police Benevolent Association members and kids washed many cars and raised **\$1,200** to be used to enhance local programs. PBA members who were working or unable to actually wash cars brought their cars in and several patrol cars were washed as well. Our hats are off to Officer McLane and all those who participated. Job well done!

PUBLIC WORKS DEPARTMENT:

Gaffney Drive Reconstruction Project - The preliminary stages of the project are currently underway. DPW collected core samples to determine the depth of rock and will assist Engineering with setting the grade and the layout of the redesigned street. DPW's Traffic Control Division is actively preparing the traffic control/signage plan and began installing the signage the week of September 1st. On September 8th, the street was closed to all traffic for the duration of the project.



Street Paving Program -

The street paving schedule is well underway with crews having completed surface milling and paving projects on Academy Street, Addison Street, Cosgrove Street, Iroquois Avenue W., Knowlton Avenue, Rutland Street South, Sherman Street, and Superior Street.

Crews have also completed surface milling operations on North Rutland Street and are currently prepping this street for paving operations. The prep work on North Rutland Street will include the

installation of approximately three thousand five hundred (3,500') of pin-on curb. The curbing will be placed along both sides of North Rutland Street between State Street and Huntington Street.



In addition to the milling and paving projects, crews have completed several road maintenance projects. Projects included patching areas of Girard Avenue and drag spreading areas on Breen Avenue, Bronson Street and Central Street, the placement of a type II slurry seal surface treatment on Gill Street and the placement of a shim and leveling course on Ives Street. Year-to-date crews have placed a total of 4,400 tons of asphalt and poured 265 cubic yards of concrete.

Concrete Projects - The concrete crew completed the replacement of the damaged sidewalk blocks around the Arsenal Street parking lot. The crew excavated and replaced approximately one thousand four hundred (1,400) square feet of combination curb/walk along the north side of Arsenal Street between the Stream building and the Arsenal/Sherman Street intersection and reconstructed the Court Street exit ramp.



Sanitary and Storm Sewer Infrastructure - Sanitary sewer crews investigated and made



repairs to the sanitary sewer system on South Meadow Street that had been causing flooding issues for residents of the street. Crews also repaired two (2) sink holes that had developed within the roadway and reset both sanitary and storm structures on North and South Rutland Street and Girard Avenue in preparation for the paving operations that will begin on those streets. In addition to the prep work for paving operations, crews replaced the failing trench drain across Commerce Park Drive with two (2) catch basins.

Sewall's Island - A buildings & grounds crew performed a second round of clearing and grubbing operations on the foundation and landfill areas that are located on Sewall's Island. The island is part of a Brownfield study that is being prepared by Lu Engineering. The clearing and grubbing were completed to allow for additional sampling and testing that is being performed as part of this study.



Roswell P. Flower Monument - Public Works crews completed the replacement/installation of the five (5) granite bollards located around the Roswell P. Flower Monument. The existing granite bollards were replaced with taller bollards that stand approximately two feet (2') off the ground. The new bollards required the re-coring of four (4) of the existing concrete foundations, the installation of a larger diameter dowel pin, the application of an epoxy adhesive, and the setting of the new bollard. An additional concrete foundation was poured and a new bollard was installed directly in front of the monument.

Arsenal Street Concrete Parking Deck Maintenance - The replacement of the expansion joint material on the Arsenal Street parking deck was identified as a preventative maintenance project for this construction season. The contractor selected for the project has now completed this work. The project included the removal of the existing material, pressure washing the exposed joint, sandblasting the joint surfaces and the installation of the new expansion joint material.

Striping of Municipal Parking Lots - Re-striping operations were performed on the City Hall parking lot, the Arsenal Street parking lot, and the upper deck of the Arsenal Street lot. In order to minimize the length of time the Arsenal lots were closed, crews re-striped the upper deck while it was closed for the installation of the expansion joint materials.



Cooper Street Sewer Outlet Inspection and Repairs -

The Sewer Crew is investigating sewer back-up complaints that were received from Davidson Street and Thompson Street residents. Preliminary inspections have found tree root intrusions which prohibited a thorough investigation with sewer camera equipment. In an effort to remove the intrusions, the Building & Grounds crews removed a large tree on Leray Street that had grown directly above the sewer main. Upon removal of the tree, the sewer crew returned to remove the root intrusion and continue the investigation of this sewer system.



It was at this point that the crew found another root intrusion approximately two hundred twenty feet (220') upstream toward Thompson Street. This intrusion caused 80-90% blockage of the pipe. In order to remove this blockage, the sewer crew removed sixteen feet (16') of the twenty four inch (24") diameter clay pipe and installed PVC pipe.



Once the second blockage was removed, the crew continued the video inspection upstream and again encountered root growth causing surcharging. In order to clear the root growth in the main, a private contractor with specialized equipment for removing root intrusions was brought in. This equipment enabled the contractor to successfully remove the remaining root growth that was blocking the main in three (3) days.

Curbside Bulk Item Pick-up - The City of Watertown's DPW Refuse & Recycling Division initiated a pilot program for residential on-demand bulk item collection. The program, which ran from July 1st to August 21st, provided curbside service for the disposal of bulk items to all City residents. The cost for the service, which consisted of two (2) temporary summer employees and a pick-up truck with a stake rack and lift gate, was determined by the size and weight of the object(s) and based on the City's blue sticker system (\$2.50 each).



The City received a total of one hundred sixteen (116) requests for this service throughout the duration of the program. Collection services were scheduled for twenty four of the thirty eight (24/38) days the program was offered (63%) and averaged five (5) collection pick-ups a day. When the collection crew completed its tasks, or on dates no collections were scheduled, the crew would assist other DPW divisions performing activities such as: flagging, paving, green waste collection, etc.

Watertown CitiBus - Watertown CitiBus began filing the new pre/post trip inspection reports. The inspection reports were updated and approved by the New York State Department of Transportation (NYSDOT) Safety Board as part the Safety Board Review for Watertown CitiBus. On July 9th, CitiBus received a letter that the Master Plan Grant Agreement was fully executed. The letter authorizes the City to purchase a Para-Transit bus and equipment.

In August, CitiBus hosted a meeting with NYSDOT, various Transit Agencies, and the St. Lawrence County Transportation Coordinator. The meeting was set to discuss the scheduling for a new transportation line that will service the Gouverneur and Watertown areas. On the 27th of July Citibus held the mandatory safety meeting for all drivers.

CitiBus has received two (2) new advertising contracts. The Jefferson Rehabilitation Center leased five (5) rear showcases for a six month period and the Jefferson County Office of the Aging leased two (2) street side showcases for a nine month period.

Parks & Recreation Programs & Events - The Fairgrounds Complex, Thompson Park and Watertown Municipal Arena have hosted several shows and events throughout July and August. Shows and events included the Syracuse Symphony, Sports Turf Managers of New York Seminar, Annual Can-Am Girls Softball Tournament, the DPAO Summer Concert Series, and the Regional Playground Olympics. The DPAO Summer Concert Series included concerts performed by Josh Gracin and Huey Lewis. Each event requires the assistance from both Parks & Recreation and the Electric Department for set-up/preparation of the event, set-up/preparation of the event's electrical requirements, event parking, and the event break-down.



The fall season has now commenced. All city pools and playground programs have closed for the season. Playground attendance for the duration of the rainy seven week program totaled five thousand four hundred ten (5410) kids. Fall High School sports have begun with teams utilizing all five (5) fields at the Fairground and two (2) at the North Side Athletic complex.



New Vehicles and Equipment - The City took possession of three (3) new vehicles within July and August. A 2008 Ford F250 extended cab (1-046) for Buildings & Grounds, a 2008 Ford F350 (1-089) with an eleven foot utility body for the Road Maintenance crew and a 2008 Ford F450 (6-001) cab chassis. The aerial device was removed from the former 6-001 and re-mounted on the new chassis. The former 1-089 will replace 1-083, which will be removed from fleet.



WATER DEPARTMENT:

Public Square Reconstruction Project – The only water related work left on this project is coordination with the contractor on the final adjustment of water gate valve boxes, curb boxes, and fire hydrants.

Ten Eyck Street Phase I & II – Water main reconstruction began on this project the week of June 23rd. Water Department personnel have inspected the water main and water service replacements associated with this project and have coordinated with Engineering Department personnel and the contractor as the work progresses. The water main has been completed in the 100, 200, and 300 blocks of Ten Eyck Street and most of the water services have been cut over to the new water main. The water main replacement on two blocks of Sherman Street should begin early in September.

NYSDOT Arsenal Street Reconstruction – Water Department personnel are coordinating on an as-needed basis with NYSDOT representatives and the contractor to assist with water related aspects of this project. The remaining work associated with this project should be limited to final adjustment of gate valve boxes, curb boxes and fire hydrants as the street is brought to final grade.

Variable Frequency Drive Replacement at WTP Main Pump Station – A contract agreement with Patricia Electric of Syracuse, New York was approved by the City Council on February 4, 2008 for the replacement of variable frequency drives and transformers in the main pump station at the Water Treatment Plant, in the amount of \$218,700. Equipment for the project has been delivered to the pump house. Installation began in July, with completion scheduled no later than December 2008.



Existing Motor Drive Units Being Replaced



New Motor Drive and Transformer Cabinets



New Variable Frequency Drive and Transformer Units Being Installed Next To Existing Units

Fire Hydrant Maintenance – Maintenance on over 800 fire hydrants is an ongoing task for Water distribution personnel. Hydrants are checked on a regular basis to insure that they are available for use in an emergency. Repairs and replacement of worn or damaged parts is a routine occurrence. This year, the department is in the process of repainting the hydrants throughout the City and plan on having all of them done before bad weather is upon us.



Shared Municipal Services Incentive Grant – On May 1, 2008, Governor Paterson announced the recipients of 67 grants totaling \$13.7 million dollars. The City of Watertown and Town of Watertown were awarded \$86,940 to be used for a Disinfection By-Products Study to find the most cost effective methods to deal with stricter federal regulations that will affect the treatment processes for water produced at the City of Watertown water treatment facility to deal with the development of disinfection by-products that occur as water passes through and spends time in the distribution systems. The Town Board and City Council have agreed to contribute up to \$5,000 each to the required 10% local share of the costs associated with the study, with the City taking the lead role in the process.

A contract has been delivered to the City and is currently under review. We hope to have the contract approved in September and an RFP for consulting services issued, so that the process can commence this fall.

FORT DRUM TRAINING EXERCISE - In response to a request for assistance from the 10th Mountain Division's 3rd BCT, City staff members Brian Phelps, Matt Owen, Gary Pilon, and Sean O'Connor participated in the Home Station-Mission Rehearsal Exercise at Fort Drum. The purpose of this training was to provide soldiers and leaders one final opportunity to plan and execute full spectrum operations during a Counter-Insurgency (COIN) based, scenario driven, force-on-force exercise within a theatre specific replicated operational environment. The City's role in this process was to act as Provincial Reconstruction Team Members. Interactions with the troops as local government leaders provided valuable insight into the inner workings of local government as well as better demonstrated the dynamics of governance, public works and politics. Major James Baker commended the participants for their efforts and the City for participating in this exercise.

